

Quick-Reference Guide

Table of Contents

1. ADJUSTMENTS	3
2. APPEALS AND AMENDED SENTENCES.....	3
3. AVERAGE DAILY POPULATION (MONTHLY).....	4
4. BOND, REASON-RELEASED (RR19).....	4
5. COMMUNITY CORRECTIONS ALTERNATIVE PROGRAM (CCAP)	5
6. DEPARTMENT OF CORRECTIONS (DOC) INMATES.....	6
7. DESERTION/NONSUPPORT	7
8. DETAINERS (NON-ICE).....	8
9. DISPOSITIONS	8
10. DNA.....	9
11. DO NOT USE.....	9
12. DOCUMENTATION	9
13. DRUG COURT (SEE “SPECIALTY COURTS”).....	10
14. DRUG TREATMENT PROGRAM – COURT ORDERED (STATE RESPONSIBLE INMATES).....	10
15. EFFECTIVE SENTENCE	11
16. EXPUNGEMENTS.....	11
17. EXTRADITION WARRANT	11
18. DRUG COURT (SEE SPECIALTY COURTS).....	12
19. FEDERAL / OUT OF STATE INMATES	12
20. FEDERAL OVERHEAD RECOVERY	12
21. FUNERAL.....	13
22. GOVERNORS WARRANT	13
23. HOLDING FOR LOCALITY.....	13
24. HOME ELECTRONIC MONITORING (HEM) AND SUPERVISED WORK PROGRAM.....	13
25. HOSPITAL (SEE “LOCAL HOSPITAL”)	14
26. IMMIGRATION & CUSTOMS ENFORCEMENT (ICE) DETAINERS ..	14
27. JAIL CONTRACT BED (JCB) AND JAIL CONTRACT WORK RELEASE (JCW) PROGRAMS.....	15
28. JUVENILES.....	15
29. LIDS-ICE REQUEST TRACKING SYSTEM	16
30. LIDS-ICE TRACKING/ILLEGAL ALIEN QUERIES	17
31. LOCAL EXTERNAL TREATMENT	18
32. LOCAL HOSPITAL	18
33. LOCAL RESPONSIBLE INMATE.....	19
34. MENTAL HEALTH COURT (OR DOCKET) (SEE “SPECIALTY COURTS”).....	19

35.	MILITARY (SEE “FEDERAL / OUT OF STATE INMATES”)	19
36.	MISDEMEANOR CHARGE REDUCED TO ORDINANCE VIOLATION 19	
37.	MISDEMEANOR/ORDINANCE COMBINATION SENTENCES.....	19
38.	NOT GUILTY BY REASON OF INSANITY.	20
39.	OFFENDER RE-ENTRY PROGRAM	20
40.	ORDINANCE VIOLATIONS.....	21
41.	OVERLAP CONFINEMENTS	21
42.	PAYMENT/NON-PAYMENT CATEGORIES	22
43.	POSTPONED SENTENCE	24
44.	PRETRIAL SERVICES PROGRAM (REFERRAL) (RR49)	24
45.	PRISONER DAYS.....	24
46.	PROBATION/PAROLE VIOLATIONS	25
47.	PROCESS ONLY.....	25
48.	RATED CAPACITY (DOC).....	26
49.	REASONS-CONFINED/REASONS-RELEASED MATRIX.....	26
50.	SOCIAL SECURITY NUMBERS	26
51.	SPECIAL SENTENCES (SENTENCED CODES).....	26
52.	SPECIALTY COURTS (DRUG, MENTAL HEALTH, VETERAN)	27
53.	STATE RESPONSIBLE INMATE	28
54.	STATE RESPONSIBLE INMATE HELD BY AGREEMENT	28
55.	TRANSFERRED TO ANOTHER JAIL.....	28
56.	VETERANS’ COURT (SEE “SPECIALTY COURTS”).....	29
57.	VIOLENT SEXUAL PREDATOR	29
58.	VIRGINIA CRIME CODES (VCC).....	29
59.	VOUCHERS.....	30
60.	WARRANT	30
61.	WEEKENDER/NON-CONSECUTIVE DAYS	31
62.	WORK RELEASE (LOCAL AND STATE).....	32
63.	WRIT PROCEDURE, FEDERAL INMATES COMMITTED TO JAIL...	32

1. Adjustments

When a prisoner is confined or has their confinement updated in LIDS **AFTER** the monthly financials are approved:

- Determine if the action will require an adjustment in LIDS
 - Example when an adj is **not** needed: Ned Stark is confined in your jail with one sentenced charge and two pending charges (RC50). On 1/1 he receives a sentence on one of the two outstanding charges but the update is not entered in LIDS until 2/10 (post-certification). Although this update was entered late, it would not require an adjustment, since the confinement still had another pending charge his confinement code would remain RC50 and his payment category would remain Pending Charges.
 - Example when an adj is needed: Tyrion Lannister is confined in your jail as Pretrial. On 1/1 he receives a 2 year sentence on his felony charge, but the update is not entered in LIDS until 2/10 (post-certification). This inmate will be shown in the payment category of 'Pre-trial' for the month of January when he should be in the SR Felon A payment category for the month of January.
- Record the action in a log to make it easy to reconcile adjustments listed in your monthly financials
- Put a comment in the 'Comments' field of the confinement regarding the late update
- Keeping a log and entering a comment in the 'Comment' field is especially helpful if there are multiple employees updating confinements.

Audit staff reviews jail monthly financials and expects the month end folder to have an explanation for all adjustments.

2. Appeals and Amended Sentences

Inmate has been sentenced with no additional charges pending. They have chosen to appeal their conviction or sentence length.

Appeal Procedure: Funding for this inmate depends upon the offense type & sentence length. The per diem will be \$4 if the inmate is Local Responsible and \$12 if the offender is State Responsible.

- Inmate should be confined with RC-23
- Enter a Disposition Code of 'AP' (Appeal). This will help to distinguish that this sentence is under appeal until heard by a higher court

- If the inmate was found 'Not Guilty' on appeal enter a disposition of 'CR'- Court Ordered Release on the charge with a disposition date that equals the day of the appeal hearing. This will ensure that LIDS disregards this charge as of the appeal date
 - If this was the only charge, the inmate should be released.
 - If there are remaining charges, a new reason confined should be added that is appropriate to the status of the remaining charges.

Amended Sentence Procedure: If the conviction remains but the sentence was amended an update should be made in LIDS for the amended charge. Funding for this inmate depends upon the offense type & sentence length. The per diem will be \$4 if the inmate is Local Responsible and \$12 if the offender is State Responsible.

- Inmate should be confined with the reason confined appropriate for the remaining charges, usually it will be Reason Confined '20'-*Serving Sentence*
- The sentence length should be updated **but** the original sentence date should remain
- Add a disposition of 'AM'-*Amended Sentence*, with a disposition date that equals the date the sentence was amended

References:

- LIDS Gazette-July, 2016
<https://www.scb.virginia.gov/lidsinformation/newsletters/July2016lidsgazette.pdf>

[pdf](https://www.scb.virginia.gov/lidsinformation/newsletters/July2016lidsgazette.pdf)

3. Average Daily Population (Monthly)

Average Daily Population (ADP) is based on the average number of **BODIES** sitting in your jail and are captured from the following categories:

- Payments (Total Days) Local
 - Pretrial
 - Pending LR, Pending SR
 - Sentenced Misdemeanant
 - LR Felon A, LR Felon B
 - Work Release
- Payments (Total Days) State
 - SR Felon A, SR Felon B
 - JCB/JCB Work Release
- Payments (Out of State)
- Non-Payment (Federal)
- Non-Payment (Ordinance)
- Non-Payment (Military)
- Contract (Out of State)
- ✓ The ADP is achieved by totaling the number of inmate days in all above categories and dividing this total by the number of days in the month.
- ✓ Please note that Home Electronic Monitoring (HEM) inmates are not part of this category.

4. Bond, Reason-Released (RR19)

Procedure:

- Inmate released strictly to bond should be released RR-19

- Inmate released to bond with a referral to pretrial services are released RR-49
 - Disposition of 'BO' ('Bonded Out') is allowed.
 - For use of this and all Reasons-Released with all Reasons-Confined, see the 'Reason-Confined/Reason-Released Matrix.'

5. Community Corrections Alternative Program (CCAP)

The Community Corrections Alternative Program (CCAP) is a DOC sponsored initiative that provides an alternative to incarceration for offenders convicted of non-violent crimes. The CCAP is intended to service **only** inmates who would otherwise have received a State Responsible (SR) sentence.

Due to the high volume of offenders diverted into this program they can spend weeks/months in jails waiting for a bed before actually being transferred to a CCAP facility. There are several scenarios for inmates with CCAP associated offenses.

Procedure: Inmates Waiting for a CCAP Transfer (No Active Sentence or Sentence Complete). These are inmates who have been fully adjudicated and found guilty and ordered to CCAP on a felony charge.

- Inmate should be confined RC-48
 - Effective Date should equal the Sentence Date
- Sentence and Disposition
 - If a suspended sentence length is given on the court disposition, enter it and it will place the inmate into a SR payment category
 - If the disposition simply says 'CCAP', enter the sentence length as '0' and add a disposition of 'SE'. The disposition date should equal the sentence date. The 'SE' will trigger the SR payment.
- RR-43

Procedure: Inmate Serving Sentence Before Awaiting Transfer to CCAP. These are inmates who have been given an active sentence in addition to their CCAP diversion.

- Inmate should be confined as RC-20
- VCC = Offense as Sentenced
- The sentence length should equal the active sentence as well as any CCAP suspended sentence written on the disposition
- If the sentence length is 1 year or greater there is no disposition needed. If it is less, you must enter an 'SE' disposition so that the payment category will equal SR.
 - **Note:** Even if the active sentence is less than one year inmates in this scenario are still considered SR because referral to CCAP comes with the assumption that the inmate would otherwise have received a SR sentence. Thereby the active sentence would have been in addition to the sentence they would have received if not for CCAP.
- Place a comment in the Comment field to note that this inmate will be sent to CCAP once the sentence is served. This will allay any confusion regarding why the inmate is being paid as a SR inmate.
- Once the inmate has finished serving their sentence and is held solely awaiting their CCAP transfer, confine them per the 'Inmates Waiting for a CCAP Transfer' procedure above.

Procedure: Inmate Sentenced to CCAP with Pending Charges. These are inmates who have been found guilty on a felony offense and sentenced to CCAP diversion, who also have one or more pending charges

- Inmate should be confined as RC-87 (CCAP with Pending Charges)
- VCC = Offense for which the inmate was sent to CCAP as well as any pending charges
- The sentence length for the CCAP offense should equal the active sentence as well as any CCAP suspended sentence written on the disposition
- Once the inmate has been fully adjudicated, confine them per the 'Inmates Serving Sentence Before Awaiting Transfer to CCAP' if they receive an active sentence on the pending charges OR 'Inmates Waiting for a CCAP Transfer' procedure above, if they do not receive an active sentence.

Procedure: CCAP Violator Sent Back to Jail. These are inmates who violate the program and are sent back to jail for review by the court. These inmates should be treated the same as any other probation violator. They will return to jail on a PB-15 and/or court capias. **As long as the probation violation is outstanding the inmate is Local Responsible.**

- Inmate should be confined as RC-12
- VCC:
 - Offense(s) for which they were sent to CCAP (sent length should equal suspended sentence) **and**
 - PRB-4850-F9
 - Best practice is – as noted above – to include **both** the offense(s) for which the inmate was originally sentenced to CCAP **and** PRB-4850-F9 because this maintains the Local-Responsible category (due to the PRB-4850-F9 being unadjudicated), provides a charge(s) on which the inmate is still held (should the PRB-4850-F9 be disposed of/is no longer operative, ceasing to be a reason to hold the inmate), and, if returned to CCAP, shows the charge(s) justifying return.
- If the inmate is reinstated to CCAP:
 - Dispose of the PRB charge with Disposition 'PR'. **then**
 - Update the confinement to follow the procedure in the above 'Inmates Waiting for a CCAP Transfer'
 - The RC-48 Effective Date will equal the date the probation violation was dismissed, sending the inmate back to CCAP.
- If the inmate is ordered to serve all or part of their sentence:
 - Dispose of the PRB charge with Disposition 'PR', **then**
 - Update the confinement to follow the procedure in the below 'CCAP Violators Ordered to Serve Sentence

Procedure: CCAP Violators Ordered to Serve Sentence. This is for inmates who violate the CCAP program, return to jail and are ordered by the court to serve all or part of their suspended sentence.

- Inmate should be confined as RC-20
- VCC = Offense for which the inmate was sent to CCAP
- Sentence and Disposition
 - The sentence length should equal the sanction amount
- RR-43 if returned to CCAP once the sentence is served. Otherwise, RR-39

6. Department of Corrections (DOC) Inmates

Reason Confined Code 35 (RC35) - Court Appearance to Serve as a Witness (DOC Inmates) Inmate is serving sentence at a DOC facility and transferred to a local or regional jail to appear in court as a witness. Once their witness duties have been complete they will be transferred back to DOC.

RC-35 Procedure: Funding for this inmate is \$12 per day, as the inmate is State Responsible

- Confine offender with RC-35.
- With the greater accessibility to access DOC offense information, jail staff should enter at least one of the VCC's the inmate is being held for by DOC (enough of an effective sentence, 1 year, so that the inmate will be treated as SR by LIDS-CORIS)
 - To find the DOC offense information, access 'Legal Updates' (see 'LIDS 101 Training Guide')
- returned to DOC release with RR33

Reason Confined Code 62 (RC62) - Court Appearance (DOC Inmate)-Has Other Charges Pending

RC-62 Procedure: Funding for this inmate is \$4 per day, as the inmate is Local Responsible

- For these inmates follow the same procedure as above, in addition to recording pending charges.
- In many cases pending charges were a result of inmate actions while in DOC custody and were serious enough to warrant official criminal charges in lieu of institutional disciplinary action.

Reason Confined Code 70 (RC70)- Held by Agreement

Inmate is State Responsible but either the inmate or the Sheriff/Superintendent has requested that the inmate remain at the jail instead of being transferred to a DOC facility. The jail must make a written request to DOC and receive approval for this inmate to serve their sentence at the jail. These inmates are oftentimes jail cadres/trustees.

RC-70 Procedure: Funding for this inmate is \$4 per day, as the inmate is considered Local Responsible. Although the inmate may have a State Responsible sentence, by virtue of the Sheriff/Superintendent's request to keep them, they are agreeing to hold the offender as a Local Responsible inmate.

- Prisoner is currently confined as Reason Confined Code '20' -*Serving Sentence*
- Add Reason Confined Code '70'-*Held at the Request of the Jail*
 - ✓ Reason Confined Effective Date will equal the date of the approval letter from DOC.

References:

- LIDS Gazette-May, 2014
 - <http://www.scb.virginia.gov/lidsinformation/newsletters/May2014lidsgazette.pdf>

7. Desertion/Nonsupport

Inmates held for juvenile/domestic matters of failure to pay alimony or child support may be given an active or indeterminate sentence.

Procedure: An inmate held solely on a failure to pay support charge for an indeterminate sentence, until their family pays a "purge". Funding for this inmate is \$4 per day

- Inmate should be confined as RC-10

- Once the purge has been paid release the inmate to Bond, RR19 (if they have bonded on other charges) or RR18-Released by Court Order

Procedure: An inmate given an active sentence for failure to pay support. Maximum sentence length for this type of offense is 12 months, so funding for this inmate is \$4 per day

- Inmate should be confined with RC-20
- Release inmate with RR-39
 - If a purge is imposed in addition to an active sentence, continue holding the inmate as RC20 until the sentence has been served **and** purge has been paid

8. Detainers (NON-ICE)

- ✓ The purpose of any federal detainer is to require the jail to notify the detaining agency as soon as possible of an offender's release date, as well as any changes in the release date.
- ✓ This gives the detaining agency the opportunity to assume custody of the offender upon release.
- ✓ For further information on federal procedures see the Federal/Out of State Inmates, Federal Overhead Recovery, or ICE sections.
- ✓ Jails may indicate a detaining agency in the 'Detainer' section of the Confinement Details screen, or through their batch upload

9. Dispositions

LIDS disposition codes were created to provide a way for users to show updates to an offender's confinement or case status, such as an appeal, or a sentenced inmate with a court ordered release.

- ✓ A list of LIDS disposition codes are available on the Compensation Board website [Compensation Board, Commonwealth of Virginia](#)
- ✓ Not every charge in LIDS requires a disposition.
- ✓ Some jail management systems require a disposition on every charge. Certain dispositions were created in LIDS specifically for the purpose of preventing an error occurring if a batch jail uploaded a confinement to LIDS with a disposition code not recognized.
- ✓ Certain disposition codes are also available for the purpose of communicating to LIDS that a charge should be disregarded as of a certain date.
 - Example
 - 'SC' Sentence Complete Disposition and a Disposition Date are entered on the offense screen to tell LIDS when the offender will have finished serving their sentence on that particular offense.
 - This disposition is used most often with combination misdemeanor/ordinance sentences.
 - 'NP' Nolle Prosequi Disposition and a Disposition Date tell LIDS that since this charge has been done away with. LIDS should no longer consider it in the payment category calculation.
 - Payment for charges coded with a disposition that instructs LIDS to disregard as of a certain date, will cease as of the disposition date.

10. DNA

- ✓ Upon arrest for a violent felony, or conviction of any felony, as specified in [LIS > Code of Virginia > 19.2-310.2](#) and [LIS > Code of Virginia > 19.2-310.2:1](#), a jail is required to take a saliva or tissue sample for DNA analysis. If a sample has already been taken, no further sample is required. Inquire in the DNA Tracking System to determine if a sample has been taken.
- ✓ Buccal kits for DNA samples may be procured through the Dept of Forensic Science.
- ✓ DNA should not be taken from juveniles, unless specifically instructed by the court.
- ✓ The Dept of Forensic Science is responsible for entering DNA information into the DNA Tracking System, located on the Compensation Board website [Compensation Board, DNA Tracking System](#). Only staff of the Dept of Forensic Science has authorization to enter data or make changes. Access for all other users is inquiry only.
- ✓ To acquire a DNA Tracking System logon contact Melanie Morrison with the Compensation Board.
 - The logon for each location will be provided by Melanie Morrison, melanie.morrison@scb.virginia.gov

11. Do Not Use

One CORIS ID should exist for each inmate. When the CORIS Support Team Unit (CSTU) identifies an inmate with multiple CORIS IDs they will review all records and decide which ID to be used moving forward. Any other CORIS IDs will be marked as 'DoNotUse'.

If your jail has entered confinements on a CORIS ID that has been marked as 'DoNotUse' you will receive communication from the CSTU identifying the CORIS ID to be kept and asking you to move your confinement.

Procedure: For any confinements that exist on a 'DoNotUse' CORIS ID

- Add confinement to the "good" CORIS ID identified by CSTU
 - Delete confinement from the 'DoNotUse' CORIS ID
 - Email Jennifer Marooney with the CSTU to confirm this has been done at Jennifer.marooney@vadoc.virginia.gov
- ✓ In your next month's financials you will see offsetting adjustments for this inmate. One to recover the dollars paid on the 'DoNotUse' CORIS ID and the other to give it back.

12. Documentation

The Compensation Board auditors require copies of source documents, including normal input data that supports the committal, be included in the inmate's file. Copies of the court record are good to have as support to clarify any confusing or missing

court data that may have occurred in the original committal documentation. In cases where the court uses computerized committal documents (Disposition Notices, etc.), the documents should be signed by a court official, or automated signatures may be used where the Supreme Court has authorized the use of such signatures in lieu of the original.

- ✓ **The [LIS > Code of Virginia > 53.1-116](#) requires a record be maintained of incarceration in LIDS after the court or magistrate has issued one of the following:**
 - “Disposition Notice” Form # DC 356 11/95 PC, ordered the Sheriff to confine person to jail
 - “Commitment Order” Form # DC-352 2/95 PC
 - “Transportation Order” charges the sheriff with authority and responsibility of committing person
 - Department of Corrections Parole Board Warrant
 - Court Order that authorized Sheriff to take custody of a specified body, or
 - US Marshal (Federal or Military) form that authorized Sheriff to take custody of a federal prisoner
 - Court issued inmate transfer
 - Continuance Order, Form DC 355 01/00
 - Contempt of Court Order and Certificate of Conviction ([Code of Virginia, LIS > Code of Virginia > 18.2-456](#), [LIS > Code of Virginia > 18.2-458](#), and [LIS > Code of Virginia > 19.2-267.1](#))
 - Parole Board Warrant/Probation Violation
 - Juvenile Detention Order
- ✓ A standard arrest warrant or personal recognizance form, according to the Supreme Court of Virginia, **does not** carry the authority for a prisoner to be recorded to LIDS
- ✓ **The Committal Order and the Warrant should agree**
 - **If they disagree**, contact the magistrate’s office to resolve issue
 - Follow the magistrate’s directive on the commitment order since that provides the legal authority to commit the individual to jail
 - Audit staff will verify the data found in LIDS to the commitment order when conducting on-site audits

13. Drug Court (see “Specialty Courts”)

14. Drug Treatment Program – Court Ordered (State Responsible Inmates)

Reason Confined Code 81-(RC-81) Addictions Corrections Treatment (ACT)

Inmate is sentenced to a state responsible sentence length, however, the court order specifically forbids transport to DOC until they have completed the specified treatment program.

Procedure: Funding for this inmate is \$4 per day, as the inmate is considered Local Responsible while participating in treatment.

- Inmate should be confined as RC-81.
 - The reason confined effective date for RC81 should be the date of the acceptance letter from the ACT program.
- If the inmate violates the treatment program, an update of Reason Confined ‘20’-*Serving Sentence* should be added with a RC Effective Date that equals the date they were removed from the program.

- Once confined as RC-20, funding will increase to the \$12 State Responsible per diem.

References:

- LIDS Gazette-June, 2015
<http://www.scb.virginia.gov/lidsinformation/newsletters/June2015lidsgazette.pdf>

15. Effective Sentence

An offender's effective sentence is the sentence given by the judge less any suspended time. An offender's effective sentence does not include any good time credits.

16. Expungements

Only a court order authorizes the expungement of an inmate's charge or charges. When an offense is expunged, it is as if it never existed and must be removed from LIDS.

Procedure: Currently SCB staff executes expungements in LIDS.

- VA State Police will send all expungement orders to DOC
- DOC will forward all LIDS expungements to CB LIDS Analyst
- Currently the LIDS Analyst performs expungements in LIDS.
- Deleted Confinement
 - When an expungement requires the deletion of an entire confinement a negative adjustment will generate in LIDS.
 - To offset this negative adjustment SCB staff will post a positive manual adjustment in the upcoming voucher.
- ✓ To un-expunge an offense another court order is necessary

Jails are responsible for expungements in their jail management systems.

17. Extradition Warrant

A Warrant of Extradition (also sometimes called a fugitive warrant) is issued by a magistrate to require an individual be brought to court to answer the allegation that they have fled from charges in another state. This warrant is usually issued after a law enforcement officer or jail personnel has discovered through NCIC/VCIN that the individual has a warrant for their arrest in another state.

Procedure:

- If an inmate has been committed to jail as the result of an Extradition Warrant they should be confined in LIDS as Reason Confined Code '10' - *Pretrial, No Pending Charges*.
- If the offender is currently serving sentence on a Virginia conviction, they will remain confined with the code appropriate to their current sentence.
 - Under these circumstances add 'Out of State' to your detainer box on this confinement in LIDS-CORIS.
 - Once the inmate has finished serving all local sentences then add a Reason Confined of '10' and one of the below VCC's.
 - VCC = **ARR9980S9** (Held on Out-of-State Felony Warrant)
 - VCC = **ARR9981S9** (Held on Out-of-State Misdemeanor Warrant)

18. Drug Court (see Specialty Courts)

19. Federal / Out of State Inmates

Procedure:

- Out of State Inmates
 - Reason Confined Code '78'-*Out of State Contract Hold*.
 - 'Holding For' will be 'Out of State'
- Federal Inmates
 - Reason Confined Code '73'-*Federal Contract Hold*.
- 'Holding For' will be the specific federal agency, ie; FBI, US Marshals, Immigration and Customs Enforcement
- Inmates Held for Military Authority
 - Reason Confined Code '75'- *Held for Military Authority*
 - 'Holding For' will be 'Military'
 - Detainer will be 'Military'
 - Non-payable courtesy hold (not contract); does not incur federal recovery.
- 'Detainers' - Used to report other out of state/federal agencies or jurisdictions that have placed detainers on this inmate.
 - For example: If an inmate is being held for the US Marshals but also has a detainer placed on them by ICE, the jail should add 'Immigrations and Customs Enforcement' to the 'Detainer' field on the Confinement screen.

20. Federal Overhead Recovery

The Compensation Board recovers from the locality or regional jail authority the state-funded costs associated with housing federal inmates, District of Columbia inmates, or contract inmates from other states. This includes grants, salaries, vehicles and construction costs.

In order to recover the costs associated with housing these inmates, the Compensation Board uses a cost-recovery methodology based on the average daily population (ADP) of federal and out-of-state prisoners. On a jail by jail basis, the Compensation Board multiplies the jail's current inmate days for this population by the proportion of the jail's per inmate day costs provided by the Commonwealth (as noted in the most recent Jail Cost Report) or, if the jail is not included in the most recent Jail Cost Report, the statewide average of per inmate day funds provided by the Commonwealth. Each jails' current federal recovery rate may be found in the most recent Jail Cost Report.

Federal Overhead Recovery is calculated in LIDS each month and automatically deducted from the subsequent quarterly per diem payment. The Monthly Financial Status screen will indicate the amount to be recovered, in the payment details of the 'Federal' payment category. If the recovery amount exceeds the per diem payment amount, the jail must submit payment to the Compensation Board for the difference.

Federal Overhead Recovery does not apply to local or regional jails where the cumulative federal share of capital costs exceeds the Commonwealth's cumulative capital contribution.

21. Funeral

- ✓ If an inmate, still in the custody of the jail, is escorted by a deputy to attend a funeral, the inmate **should not** be released from LIDS.
- ✓ If a Court Order releases an inmate from the jail's custody to attend a funeral, the inmate **should** be released from LIDS using Reason Release Code '25' - *To Furlough*. Regardless of whether the release is overnight or only for the day, the inmate is unsupervised and therefore not considered to be in the custody of the jail.

22. Governors Warrant

If an individual refuses to sign a waiver of extradition the state demanding their return may send a request to the Governor of Virginia, via the Secretary of the Commonwealth, to release the individual to that state's custody. If the Governor agrees, he will then issue a Governor's Warrant, ordering the fugitive's arrest and delivery to the demanding state.

Procedure:

- If an inmate is being held on a Governors Warrant use Reason Confined Code '74' -*Held for Out of State Authority (Payable, Held On State Warrant)*
- VCC= PRI9912S9 (Felony out of state Warrant) **or**
- VCC= PRI9911S9 (Misdemeanor out of state Warrant)

23. Holding for Locality

The 'Holding for Loc' (Holding for Other Locality) field on the Confinement screen provides a means to identify inmates being held for other jurisdictions and so that regional jails will have a record to use for billing.

24. Home Electronic Monitoring (HEM) and Supervised Work Program

The Home Electronic Monitoring Program (HEM) is an alternative to incarceration. Offenders may be placed into HEM by court order or by the sheriff/superintendent. This population may be payable or non-payable.

Reason Confined Code 80- Home Electronic Monitoring (HEM) and Reason Confined Code 85-Home Electronic Monitoring (HEM) w/ Supervised Work Program These offenders are recorded in LIDS as Reason Confined '80' -*Home*

Electronic Monitoring Alternative Program or Reason Confined '85'-Home Electronic Monitoring w/ Supervised Work Program.

- ✓ Requirements to Receive Payment
 - The alternative program must be approved by Department of Corrections (DOC) or Dept. of Criminal Justice Service (DCJS).
 - Offender must be fully sentenced. If the sheriff/superintendent chooses to place an un-sentenced prisoner in HEM the prisoner will be captured in LIDS as non-reimbursable.
- ✓ State Responsible (SR) inmates may participate in HEM upon approval from DOC.

RC-80 or 85 Procedure: Funding for an inmate meeting the above criteria is \$4 per day. Payment for this inmate will begin once the offender has been fully sentenced and as long as the Compensation Board has received notification from DOC or DCJS that an alternative monitoring program for the jail has been approved.

- Once placed into an approved alternative program, add RC-80 or RC-85.
- When a prisoner completes the alternative program release them in LIDS with Reason Release Code '59' -*Released from Alternative Program*
- If an offender violates the alternative program and is returned to jail:
 - Add Reason Confined Code:
 - '20', *Serving Sentence* **OR**
 - '50', *Serving Sentence, Has pending charges*

25. **Hospital** (see “Local Hospital”)

26. **Immigration & Customs Enforcement (ICE) Detainers**

A detainer from Immigration and Customs Enforcement (ICE) is a request for the jail to hold the inmate until a determination of the inmates' alien status may be determined. The jail is required to notify ICE as soon possible of an offender's release date.

An ICE detainer is merely a request. It does not create for a law enforcement agency either an obligation or legal authority to maintain custody of a prisoner who is otherwise eligible for immediate release from local or state custody. For that reason, an adult inmate or a juvenile inmate with a fixed release date should be released from custody on that date notwithstanding the agency's receipt of an ICE detainer. If a juvenile is being held pursuant to an indeterminate commitment, the Department of Juvenile Justice may exercise its discretion to hold the juvenile until ICE officials assume custody, provided DJJ does not hold the juvenile longer than thirty-six continuous months or past his twenty-first birthday.

Procedure: If a jail **chooses** to hold an inmate **solely** on an ICE detainer they should follow the below procedure.

- Inmate should be confined as Reason Confined '73'- *Held for Federal Authority/District of Columbia*.
- **VCC = PRI9917S9** (Temporary Hold)
- If the inmate is released into the custody of ICE use Reason Release Code '51'-*To Federal Authority*.
- ✓ Inmates with an ICE detainer who are also being held on state/local charges should be confined with the Reason Confined Code appropriate to their charges.

References:

- OAG Opinion 14-067 (January, 2015) http://www.oag.state.va.us/files/14-067_Stolle.pdf
- LIDS Gazette-February, 2015
 - <http://www.scb.virginia.gov/lidsinformation/newsletters/February2015/lidsgazette.pdf>

27. Jail Contract Bed (JCB) and Jail Contract Work Release (JCW) Programs

The Jail Contract Bed (JCB) and Jail Contract Bed Work Release (JCW) programs were a way for the Department of Corrections (DOC) to relieve overcrowding in state prison facilities by allowing a certain number of State Responsible inmates, no more than 500, to remain in permanent beds in local/regional jails. In exchange for housing these SR inmates the jails would receive a higher per diem for each inmate in the JCB/JCW program. The JCB/JCW program was discontinued as a result of 2010 General Assembly action.

Inmates that would have been considered part of this program are not the same as jail cadres. For information on how to confine SR cadre inmates please see the 'SR Inmates-Held by Agreement' section.

28. Juveniles

If a juvenile offender is committed to jail and sentenced as an adult, refer to the following:

Procedure:

- Commit the juvenile in LIDS as Reason Confined Code '39' -*Juvenile Sentenced as an Adult*.
- Once they turn eighteen, add one of the following reasons confined:
 - Reason Confine Code '20'-*Serving Sentence* **or**
 - Reason Confine Code '50'-*Serving Sentence w/Pending Charges*.
- When the juvenile court sentences an adult who has committed, before the age of eighteen, a felony, the sentence may not exceed that of a Class 1 misdemeanor.(§16.1-284)

If a juvenile offender is sentenced to serve at the Department of Juvenile Justice, refer to the following:

Procedure:

- If the inmate is sentenced to serve at the Department of Juvenile Justice enter '0700'-*Indeterminate Youthful Offender* in the Sentence Length Years category within the Offense Details screen.
 - Indeterminate Youthful Offenders will be paid at the SR Felon rate.
- If the juvenile inmate is released to the Department of Juvenile Justice, release in LIDS using Reason Release Code '30'- *To Serve at Department of Juvenile Justice*.
- ✓ A juvenile detention order (court petition), carries the authority to bring a juvenile currently incarcerated in a juvenile detention center, who is now 18, to jail.

References:

- [LIS > Code of Virginia > 16.1-284](#)
- [LIS > Code of Virginia > 16.1-284.1](#)

29. LIDS-ICE Request Tracking System

Code of Virginia § 53.1-218, , states that upon commitment of any offender to jail it is the duty of the sheriff/superintendent to inquire if the offender 1) was born in a country other than the U.S. and 2) can claim citizenship to a country other than the U.S. S. An Illegal Alien Query (IAQ) must be made for any offender who answers affirmatively to both questions, or for whom the answer to one or both questions is unknown. In an IAQ, an inmate's name and any other identifiers are submitted to ICE through VCIN in an attempt to determine an inmate's alien status. If the IAQ response confirms that the inmate is *illegally* present in the U.S., the jail is required to track the response in the LIDS-ICE Tracking System.

Procedure:

- The LIDS-ICE Tracking System may be accessed from the Compensation Board website Restricted access page, :[ICE Logon Screen](#)
- If the jail of original intake has run the IAQ, the "transferred to" jail does not have to run the IAQ if **all of the following criteria** are met: (Sept 2011 LIDS Gazette)
 - The inmate's confinement is contiguous, with no release between confinements.
 - No more than 45 days has elapsed since the last IAQ was run.
 - A copy of the IAQ and its response is forwarded to the "transferred to" jail and filed there in the inmate's folder. If the original jail fails to forward the IAQ response, the 'transferred to" jail may search the LIDS-ICE Tracking System for the IAQ record entered by the jail from which the IAQ was run, print the record and file in the inmate's folder.
- ✓ For access to the LIDS-ICE Tracking System contact Melanie Morrison at melanie.morrison@scb.virginia.gov
- ✓ Failure to run necessary IAQ's, **or** to track them in the LIDS-ICE tracking system may result in a significant audit finding.

References:

- LIDS Gazette-May, 2014
 - <http://www.scb.virginia.gov/lidsinformation/newsletters/May2014lidsgazette.pdf>
- LIDS Gazette-September, 2011
 - <http://www.scb.virginia.gov/lidsinformation/newsletters/september2011lidsgazette.pdf>

§ 53.1-218. Duty of officer in charge to inquire as to citizenship; notice to federal immigration officer of commitment of alien.

Whenever any person is committed to a correctional facility the director, sheriff or other officer in charge of such facility shall inquire as to whether the person (i) was born in a country other than the United States, and (ii) is a citizen of a country other than the United States. The director, sheriff or other officer in charge of such facility shall make an immigration alien query to the Law Enforcement Support Center of the United States Immigration and Customs Enforcement for any person who (i) was born in a country other than the United States, and (ii) is a citizen of a country other than the United States, or for whom the answer to (i) or (ii) is unknown.

In the case of a jail, the sheriff, or other officer in charge of such facility shall communicate the results of any immigration alien query that confirm that the person is illegally present in the United States to the Local Inmate Data

System of the State Compensation Board. The State Compensation Board shall communicate, on a monthly basis, the results of any immigration alien query that results in a confirmation that the person is illegally present in the United States to the Central Criminal Records Exchange of the Department of State Police in a format approved by the Exchange.

In the case of a correctional facility of the Department of Corrections, the director or other officer in charge of such facility shall communicate the results of any immigration alien query that results in a confirmation that the person is illegally present in the United States to the Central Criminal Records Exchange of the Department of State Police in a format approved by the Exchange.

The information received by the Central Criminal Records Exchange concerning the person's immigration status shall be recorded in the person's criminal history record.

However, notification need not be made to the Central Criminal Records Exchange if it is apparent that a report on alien status has previously been made to the Exchange pursuant to § [19.2-83.2](#) or [19.2-294.2](#). Code 1950, §§ 53-313, 53-314; 1970, c. 648; 1982, c. 636; 1985, c. 247; 1994, c. [579](#); 2008, cc. [180](#), [415](#); 2014, c. [641](#).

30. LIDS-ICE Tracking/Illegal Alien Queries

If an inmate is arrested on an Illegal Alien state warrant (**not an ICE Detainer**) pursuant to § 19.2-81.6, the warrant gives Immigrations & Customs Enforcement (ICE) 72 hours from the date and time the warrant was issued to pick up the offender, or enter into a contract with the jail to hold him/her as their inmate

Procedure:

- Book offender into LIDS with Reason Confined Code '10' -*Pre-Trial*.
- If inmate is released via court order within 72 hours, use Release Reason Code '18' - *Court Order*.
- If inmate is released to the custody of ICE, use Reason Release Code '51' - *To Federal Authority*.
- If the inmate remains committed to jail after the 72 hours, add a Reason Confined Code '73' - *Held for Federal Authority/District of Columbia*.
- The date an inmate is confined with RC-73, federal overhead recovery will begin.

Note: The 2015 OAG Opinion does not address Illegal Alien Warrants, it specifically addresses ICE Detainers

References:

- LIDS Gazette-June, 2015
<http://www.scb.virginia.gov/lidsinformation/newsletters/June2015lidsgazette.pdf>

§ 19.2-81.6. Authority of law-enforcement officers to arrest illegal aliens. Effective 7/1/04. All law-enforcement officers enumerated in § 19.2-81 shall have the authority to enforce immigration laws of the United States, pursuant to the provisions of this section. Any law-enforcement officer enumerated in § 19.2-81 may, in the course of acting upon reasonable suspicion that an individual has committed or is committing a crime, arrest the individual without a warrant upon receiving confirmation from the Bureau of Immigration and Customs Enforcement of the United States Department of Homeland Security that the individual (i) is an alien illegally present in the United States, and (ii) has previously been convicted of a felony in the United States and deported or left the United States after such conviction. Upon receiving such confirmation, the officer shall take the individual forthwith before a magistrate or other issuing authority and proceed pursuant to § 19.2-82. (2004, cc. 360, 412.)

31. Local External Treatment

Procedure: If an inmate is sentenced and awaiting release to a local diversion program, use:

- Reason Confined Code '43'-*Held for External Treatment Program*
- Sentence Length should be the sentence to be suspended upon completion of the program.
 - If 12 months or less the inmate will be paid as a Local Responsible inmate.
 - If 1 year or more the inmate will be paid as a State Responsible inmate
- Disposition Code 'DV', Diversion Center (when applicable)
- Reason with RR48-*To Treatment Center Program*

Procedure: If an inmate is pretrial and awaiting release to a local diversion program, use:

- Reason Confined Code '10'-*Pretrial*
 - There is currently no pretrial reason confined code for an inmate awaiting transfer to a treatment facility.

32. Local Hospital

Inmate is sent for medical treatment to a local emergency medical and/or hospital while in the custody of the jail. This does not include inmates sent to a mental health facility, such as Central State Hospital, etc.

- ✓ If prisoner is released to a Local Emergency Medical and/or Hospital and does NOT stay more than one night **DO NOT release inmate in LIDS.**

Procedure: Funding will continue at the same rate at which the jail was paid for this inmate prior to being sent to the hospital. If the inmate was State Responsible (SR) prior to being sent for treatment the jail will continue to be paid the SR per diem of \$12. If they were Local Responsible (LR) prior to being sent for treatment the jail will continue to be paid the LR per diem of \$4.

- Inmates Released to the Hospital and back
 - Option 1:
 - Release from LIDS using Reason Release Code '45'-*To Emergency Medical Hospital*
 - Rebook using Reason Confined '37'-*Held in a Local Emergency Center/Hospital.*
 - You may record the name of the hospital in the 'Comments' field of the Confinement screen
 - If they return to jail, release them from the hospital confinement with Reason Confined '23'-*Confinement Change Within Facility*
 - Rebook with confinement code that applies (pre-trial, sentenced, pending charges).
 - Option 2:
 - Add Reason Confined '37'-*Held in a Local Emergency Center* with a RC Effective Date that equals the day they were sent to the hospital
 - You may record the name of the hospital in the 'Comments' field of the Confinement screen

- Once the inmate returns, add the pre-hospital RC back to the confinement, with an effective date that equals the date they returned from the hospital.
 - If the inmate was released to the street from the hospital, you must use Option 1.
- ✓ **Reminder:** If you use Release Reason Codes 23 or 45, as mentioned above, and are an on-line jail, it will save time by using the 'Select Offenses' option from the Offense Details screen, to select offenses recorded in the previous confinement, in lieu of adding each offense again individually.

33. Local Responsible Inmate

A Local Responsible Inmate (LR) is any person arrested on a state warrant and incarcerated in a local correctional facility, as defined by § 53.1-1, prior to trial; or (b) any person convicted of a misdemeanor offense and sentenced to a term in a local correctional facility; or (c) any person convicted of a felony offense after January 1, 1995 and given an effective sentence of (i) twelve months or less or (ii) less than one year or (d) any person convicted of a felony offense prior to January 1, 1995 and given an effective sentence of less than two years.

34. Material Witness (or Witness) (see “Department of Corrections (DOC) Inmates” or “Writ Procedure, Federal Inmates Committed to Jail”)

35. Mental Health Court (or Docket) (see “Specialty Courts”)

36. Military (see “Federal / Out of State Inmates”)

37. Misdemeanor Charge Reduced to Ordinance Violation

The court may reduce a misdemeanor charge to an ordinance violation at any step in the legal process. If this occurs, be sure to maintain all court documentation.

- **Procedure:**
 - If a misdemeanor is reduced to an ordinance pretrial simply update the charge and LIDS-CORIS will update the payment category.
 - If a misdemeanor is reduced to an ordinance in sentencing add the charge to the 'Offense as Sentenced' field in the Offense Details screen as an ordinance and LID-CORIS will update the payment category.

38. Misdemeanor/Ordinance Combination Sentences

The Compensation Board pays per diems for committals to jail for those inmates arrested on state warrants. A misdemeanor charge is issued on a state warrant and

therefore any inmate confined on a misdemeanor offense would be considered Local Responsible (LR), and the confinement payable. An ordinance charge is issued on a local warrant and therefore a confinement based solely on ordinance charge/s would be considered non-payable.

Due to the potential for a change in payment status, confinements with a combination of misdemeanor/ordinance charges are an important population to reconcile. Up until and including the day an offender finishes serving sentence on all misdemeanor offenses, the confinement is payable. Once all misdemeanor time has been served and only ordinance time remains, the confinement becomes non-payable.

The order of sentencing determines what steps need to be taken in LIDS for an offender with these combination sentences.

- ✓ If the **ordinance** is **sentenced first**, the entire confinement will be payable.
- ✓ If **both** are **sentenced on the same day**, the entire confinement will be payable.
- ✓ If the **misdemeanor** is **sentenced first** the below procedure should be followed.

Procedure: To avoid overpayment, one of the following steps must be taken in LIDS

- When entering sentencing information for a misdemeanor offense, enter Disposition Code of 'SC'-Sentence Complete and Disposition Date as the date upon which the offender will have completed the misdemeanor sentence. Disposition dates occurring in future months may be entered.
 - Ex: John Doe was sentenced on one misdemeanor and one ordinance. The misdemeanor was sentenced first. Jail time computation staff has advised his last day serving the misdemeanor sentence is 12/1/15. LIDS Tech would add a disposition of 'SC' to the misdemeanor offense with a date of 12/1/15.

OR

- Before monthly per diems are certified, release the inmate in LIDS with Reason Release Code 23-Change in Confinement w/in Facility, as of the date the misdemeanor sentence has been served. Reconfine in LIDS with the appropriate Reason Confine Code and only the ordinance charge/s.

39. Not Guilty by Reason of Insanity.

Inmates found Not Guilty by Reason of Insanity should continue to be held as Pretrial until they are transferred to a Department of Behavioral Health and Development Services (DBHDS) facility.

40. Offender Re-entry Program

On April 1, 2002, the Department of Corrections (DOC) developed a program to initiate pre-release partnerships with local jails to provide re-entry transition services to offenders.

- ✓ Pre-release transition services are being provided to offenders from 45 - 90 days prior to their release and continued through their first 45 days following release.
- ✓ Selected offenders leave DOC and return to local jails to participate in this program.
- ✓ DOC will then swap an inmate with the jail that is State Responsible and intake that inmate into DOC.
- ✓ **During Phase I of the program**, offenders will participate in daily workshops for a period of 45 days. These sessions will include classes such as Life Skills,

- Cognitive Thinking, Employability Skills, Substance Abuse, Anger Management, Money Management and Domestic Violence
- ✓ **During Phase II of the program**, offenders identified by the DOC Classification Unit as being suitable for work release will participate in a 45-day work release program, and will also participate in twice-weekly programming.
 - ✓ **During Phase III of the program**, offenders are released from the local jail after having served their sentence and will transition back into the community. Offenders will be provided support and assistance during this phase, and will also participate in twice-weekly programming.
 - ✓ **Procedure:**
 - Funding for this inmate is \$12 per day, as the inmate is still SR.
 - Jail should confine inmate using Reason Confined Code '90', *DOC Transition Re-Entry Program*
 - Once the offender completes Phase I and is released on Work Release *add* RC '28'-*Jail Contract Bed Work Release*
 - Although the Jail Contract Bed program has been discontinued, coding the offender as a RC-28 will cause no harm and provides a way for the jail to distinguish SR work release inmates from LR work release inmates if they so desire.

41. Ordinance Violations

Many, but not all, cities and counties have adopted local ordinances which parallel Code of Virginia statutes. It is important that ordinances are recorded accurately in LIDS, as recording an ordinance incorrectly may create an erroneous payment status and/or an audit finding.

Procedure:

- As most ordinance codes are non-specific, the preferred method of reporting an ordinance violation is to use the state misdemeanor Virginia Crime Code (VCC) that mimics the ordinance and replace the 'M' with an 'O' to indicate the ordinance violation.
 - **EXAMPLE: DWI5413M1—record as DWI5413O1.**
- When an individual is confined on a local ordinance and there is no misdemeanor statute that mirrors it, use one of the 'ORD' VCC's. However, if an 'ORD' VCC is used when the 'M' to 'O' substitution could've been used, this may constitute an audit finding.
 - **Example:** An offender is arrested on a first offense simple assault ordinance. The ordinance code for assault, **ORD9961S9** gives no indication as to the type of assault perpetrated. However, the misdemeanor VCC, **ASL1358M1** makes it clear that assault type was **first offense, simple assault against family member**. In this instance the **ASL1358M1 should be recorded as ASL1358O1**, to allow for a specific description while also denoting the offense as an ordinance.
- LIDS will also allow 'S' to 'O' substitution. An 'S' placed in the 8th character of a VCC signifies that the penalty is undetermined.

42. Overlap Confinements

- ✓ To prevent overlap confinements, do not release a prisoner from LIDS if they are transported to another jurisdiction (e.g., Court) for the day.
- ✓ Likewise, the jurisdiction picking up the prisoner for the day (court, medical appointment) should not attempt to book the prisoner into LIDS.
- ✓ The only time an inmate should be booked out of a jail and into another jail is if the inmate stays over night.
- ✓ Prompt attention to overlaps is imperative due to loss of revenue in one facility and overpayment in another facility.
- ✓ If you attempt to enter a confinement and an overlap is found in LIDS, contact the LIDS Technician of the jail creating the overlap.
- ✓ Jail staff members should be cross-trained so that if the LIDS Technician is out of the office there is another staff member available to release the inmate. The absence of the LIDS Technician is not an excuse for failure to release an inmate timely.
- ✓ **Please give your fellow LIDS Technicians 24 hrs to release an inmate in LIDS before you call/email.**

43. Payment/Non-Payment Categories

- ✓ **Pretrial = \$4 per diem:**
 - Inmates confined with the following Reason Confined Codes:
 - RC10, RC11, RC12
 - Inmates held for out of state authority as a courtesy hold will also show up in the pretrial category. These are inmates held with 'RC74'
- ✓ **Pending LR and Pending SR = \$4 per diem:**
 - Each of these will be shown as separate payment categories on your monthly financials
 - **Pending LR**
 - Inmates with at least one sentenced misdemeanor/LR felony who have at least one other pending charge.
 - **Pending SR**
 - Inmates with at least one sentenced SR felony and at least one outstanding charge. The existence of a SR sentence confirms this inmate will be State Responsible after final adjudication, regardless of the outcome of the pending charge/s.
- ✓ **Sentenced Misdemeanant = \$4 per diem:**
 - Inmates fully sentenced on one or more misdemeanor offenses
- ✓ **(HEM/Supervised Work Program) = \$4 per diem:** Offenders placed by the Court or Sheriff/Superintendent in home/electronic incarceration programs.
 - Program must be approved by DOC or DCJS
 - Offenders must be Local Responsible (unless approval has been received from DOC) **and** Fully Sentenced
 - Offenders in this category are coded as a Reason Confine Code '80' or '85'.
- ✓ **Local Responsible Felon A= \$4 per diem:**
 - All charges have been adjudicated.
 - Offender has been sentenced to a local responsible sentence length (12 months or less) on a felony or combination felony/misdemeanors **committed on or after January 1, 1995.**
 - Offenders in this category are coded as a Reason Confine Code: Adult Sentenced-No Charges Pending (20, 23, 26, 29, 35, 36, 39, 42, 48, 76, 90).

- ✓ **Local Responsible Felon B= \$4 per diem:**
 - All charges have been adjudicated.
 - Offender has been sentenced to a local responsible sentence length (12 months or less) on a felony or combination felony/misdemeanors **committed before January 1, 1995.**
 - Offenders in this category are coded as a Reason Confine Code: Adult Sentenced-No Charges Pending (20, 23, 26, 29, 35, 36, 39, 42, 48, 76, 90).
- ✓ **State Responsible Felon A= \$12 per diem:**
 - All charges have been adjudicated.
 - Offender has been sentenced to a State Responsible sentence length (more than 12 months) on a felony or combination felony/misdemeanors **committed on or after January 1, 1995.**
 - Offenders in this category are coded as a Reason Confine Code: Adult Sentenced-No Charges Pending (20, 23, 26, 29, 35, 36, 39, 42, 48, 76, 90).
- ✓ **State Responsible Felon B= \$12 per diem:**
 - All charges have been adjudicated.
 - Offender has been sentenced to a State Responsible sentence length (more than 12 months) on a felony or combination felony/misdemeanors **committed before January 1, 1995.**
 - Offenders in this category are coded as a Reason Confine Code: Adult Sentenced-No Charges Pending (20, 23, 26, 29, 35, 36, 39, 42, 48, 76, 90).
- ✓ **Military = \$0 per Diem:** Offenders in this category are held for military authority and are **NOT** arrested on a state warrant.
 - Offenders in this category are coded as a Reason Confined code '75'
 - There is **no** overhead recovery for this population.
- ✓ **(HEM-Non-Payment) = \$0 per Diem:** Offenders in this category are either unsentenced inmates, or the jail's HEM program has not been approved.
 - Offenders in this category are coded either Reason Confined Code '80' or '85'.
- ✓ **Ordinance Violator (Post & Pretrial) = \$0 per Diem: :**
 - Each of these will be shown as separate payment categories on your monthly financials
 - **Pretrial**
 - Inmates held on all pretrial ordinance violations
 - **Post**
 - Inmates held on all post-trial ordinance violations
- ✓ **(Private Transport) = \$0 per Diem:** Offenders in this category are held for out of state courtesy holds and/or overnight transports.
 - These inmates have **NOT** been arrested on a Virginia State warrant.
 - Offenders in this category are coded as a Reason Confined Code '79'.
 - There is **no** overhead recovery for this population.
- ✓ **(Contract - Out of State) = Recoverable category:** Offenders in this category are out of state contract inmates who have **NOT** been arrested on a Virginia State warrant. The Sheriff/Jail Authority has entered into a contract agreement with another state to hold their prisoner.
 - Offenders in this category are coded as a Reason Confined Code '78'
 - Offenders in this category are recovered for in the same manner as Federal/District of Columbia inmates.

- ✓ **(Federal) = Recoverable category:** Offenders in this category are held for Federal Authority OR District of Columbia
 - Offenders in this category are coded as a Reason Confine code '73' or '83'-
Federal HEM
 - A daily recovery amount will also be taken for each offender in this category. The recovery amount for each jail may be found in the most recent Jail Cost Report.

44. Postponed Sentence

Reason Confined Code 14 (RC-14)– Convicted But Not Yet Sentenced/Post Trial
Inmate has been found guilty of an offense but the judge has chosen to postpone execution of a sentence

Procedure: Funding for this inmate is \$4 per day, with the inmate considered Local Responsible, even if the charge/s are felonious. The determination of whether or not an inmate is State Responsible is not made until sentencing.

- Confine offender with RC'14'-*Convicted but not yet Sentenced*.
- If this inmate is appealing their conviction enter a Disposition Code of 'AP' (Appeal).

45. Pretrial Services Program (Referral) (RR49)

Procedure:

- Inmate released with a referral to pretrial services should be released RR-49
- Inmate released to bond with pretrial services referral are also released RR-49
 - Disposition of 'BO' ('Bonded Out') is allowed.
 - For use of this and all Reasons-Released with all Reasons-Confined, see the 'Reason-Confined/Reason-Released Matrix.'

46. Prisoner Days

- ✓ LIDS computes per diem payments based on the inmates' confinement data exactly as reflected during the month.
 - **Example:** An inmate is confined on the 1st of the month as Pretrial, on the 15th he is sentenced on one of his charges, with another charge still outstanding, then on the 20th he is sentenced on his last charge and is now fully sentenced. This inmate would appear 3 times in the monthly financials for that month, once for each payment category that reflects his confinement status.
- ✓ **Prisoner Days Count Rule** – **do** count commit date, but **don't** count release date.
 - **Example:** An inmate is committed on the 1st of the month and released on the 20th. The jail would be paid for holding the inmate on the 1st, but not the 20th.
- ✓ **Confinements that equal less than 1 Day**
- ✓ Confinements in LIDS less than 1 day are reflected as 1 day.
 - **Example:** 3 hours = 1 day for payment purposes
 - If you would like a record of the actual number of confinement hours, you may make note in the comment field of the confinement screen.

- Current language does not stipulate a limit on time of confinement that is payable.

47. Probation/Parole Violations

Inmate confined to jail for a parole or probation violation & released by Parole Board/Court (probation) back into the community:

Procedure:

- Parole: Confine using Reason Confined code '11'-Awaiting Parole Revocation hearing, using VCC= **PAR4838S9** OR
- Probation: Reason Confined Code '12'-Awaiting Probation Revocation Hearing, using the appropriate probation violation VCC
 - VCC= **PRB4850F9** (Probation-Felony)
 - VCC= **PRB4851M8** (Probation-Misdemeanor)
 - VCC=**PRB4839S9** (Probation-Technical or Unknown)
- Enter a disposition code of:
 - ✓ PD-Parole Dismissed **or**
 - ✓ PR-Probation Dismissed
- Release using appropriate release reason code to release inmate back into the community
- If an inmate has one or more open probation/parole violations in addition to other charges, the recommended procedure is to confine as RC11-Parole or RC12-Probation

Inmate confined to jail for a parole or probation violation & the Parole Board/Court (probation) deems inmate to serve part or all of the remaining sentence in jail.

Procedure:

- Parole: Confine using Reason Confined Code '11'-Awaiting Parole Revocation Hearing, using VCC= **PAR4838S9** OR
- Probation: Reason confined code '12'-Awaiting Probation Revocation Hearing, using the appropriate parole/ violation VCC as listed above.
- If the offender has no new charges add Reason Confined Code '20'-*Serving Sentence*.
- If inmate has new/pending charges, add Reason Confined Code '50'-*Serving Sentence with Pending Charges* and the appropriate VCC's.
- If you are able to obtain original charges and offense dates for which this individual is on probation/parole, be sure to record one original charge and offense date, entering the violation sentence length. In most cases, the original charge may be found from the '**Sentence/Charge**' screen in CORIS, or by running a **Legal Update** sheet.

48. Process Only

Inmates for whom there is no committal order, who only enter the jail for processing purposes. **These inmates should not be confined in LIDS.**

- Process-Only Types:
 - Front End Process Only
 - Inmates that enter the jail for finger prints or pre-trial paperwork
 - Back End Process Only:

- ✓ Inmates that are brought to the jail after final adjudication, but are not being committed to jail, their only purpose in returning to jail is to finalize paperwork.
- ✓ Batch jails should enter these inmates into their jail management system with a disposition of 'PO' so that these records will be skipped during the batch uploads to LIDS.

49. Rated Capacity (DOC)

- ✓ A housing number assigned to each jail based on the Virginia Board of Corrections Square Feet Standards to physical plan housing space.

50. Reasons-Confined/Reasons-Released Matrix

- ✓ The 'Reason-Confined/Reason-Released Matrix' is a grid that shows which Reasons-Released can be used with which Reasons-Confined.

51. Social Security Numbers

- ✓ Sources for verifying inmate Social Security Number (SSN) by name, date of birth & sex:
 - Social Security Administration (SSA)
 - Department of Motor Vehicles (DMV)
 - Search through Livescan
 - Search through VCIN
 - Search using the CCRE (also known as the SID), or FBI number.
- ✓ LIDS was designed to assign an inmate a generated SSN if unknown at the time of booking or if the inmate refuses to provide his/her SSN.
- ✓ If the SSN is unknown and the offender is new to CORIS:
 - Online jails will leave the SSN field blank when adding the offender and LIDS will generate a dummy SSN
 - Batch jails will upload a SSN of all 9's with the offender's confinement data and LIDS will generate a dummy SSN.
 - The construction of the SSN is below:
 - The first digit will be #9
 - The next three represent the facility's Jail Number (e.g., 760)
 - The remaining five digits will be a series of sequence numbers based on the number of times a SSN has been generated in your facility.
 - Record the generated SSN in the inmate file and in your jail management system
- ✓ Make all updates to SSN in LIDS **and** in your jail management system.
 - If the SSN is not updated in both places, and the CORIS ID is not sent over with the batch upload this will cause batch jails to have duplicate confinements.
- ✓ An update to a SSN may only be made in CORIS if that inmate is still under your responsibility. If you have an update to a SSN for an inmate no longer in your custody, or find that a confirmed SSN you have for an inmate is attached to someone else, you may email CORIS Support at virginiacoris@vadoc.virginia.gov.

52. Special Sentences (Sentenced Codes)

- ✓ The following special sentence codes should be entered in the Sentence Length data field in LIDS.
- ✓ **Special Sentence Codes**
 - '0500' = Adult - Indeterminate Sentence
 - '0600' = Life Sentence
 - '0700' = Blah Blah Blah
 - '0800' = Two or More Life Sentences
 - '0900' = Death Sentence
- ✓ Example: An inmate is sentenced to one life sentence plus 20 years. The sentence length entered in LIDS should be 0620.

53. Specialty Courts (Drug, Mental Health, Veteran)

Some localities maintain special court dockets separate from regular general district and circuit courts. These are specialty courts. These courts function as a sort of special program for those who qualify by virtue of meeting certain criteria. Not all localities host specialty courts. Those that do may host one or more. For example, one county may have a drug court, but not mental health, etc.

Specialty Courts are typically designed for high-risk, non-violent offenders. These offenders typically participate in weekly or bi-weekly hearings and intensive supervision and treatment services. Successful completion of a program usually results in the dismissal of the charge or charges. Failure to participate as directed may result in a sanction or being ejected from the program and the offender having their charge referred back to the originating court (general district or circuit).

Typically sanctions from a specialty court are delivered in one of two ways:

- ✓ A court disposition that reflects the pending charge for which the offender is in the specialty court, that shows the sanction penalty.
 - Ex: Jane Doe is in Drug Court for NAR-3146-F9. The judge imposes a sanction of 10 days in jail. The court sends the jail a disposition notice with "Drug Court-Sanction" written across the top, reflecting the NAR-3146-F9 and a sanction length of 10 days.
- ✓ A contempt of court charge.
 - This is written up as a new charge in general district court.

Procedure: An offender is committed to jail as the result of a sanction. Although they have been sanctioned, they have not been found guilty. This offender is still a pretrial offender.

- ✓ Inmate should be confined **RC-24** (Specialty Court Immediate Sanction-Pretrial)
 - VCC= VCC for which the inmate is participating in the specialty court
- ✓ Sentence and Disposition
 - There is no Sentence Length. Although the inmate has been ordered to serve 'X' number of days in jail, they are still a pretrial inmate. The length of the confinement will reflect the sanction length
 - Disposition of 'TH'-Temporary Hold, may be used if your jms requires a disposition
 - If you wish, you may also put the sanction length in the comments

Contempt Charge Procedure: When the specialty court serves the offender with a 'Contempt' charge, this is typically referred back to the originating court. If the offender is confined on this contempt charge, it will be handled in LIDS as any other new charge.

Note: This procedure will/may be updated as court procedures evolve.

References:

- <https://law.lis.virginia.gov/vacode/title18.2/chapter7/section18.2-254.1/>
- <https://law.lis.virginia.gov/vacode/title18.2/chapter7/section18.2-254.3/>

54. State Responsible Inmate

A State Responsible (SR) inmate is any offender convicted of one or more felony offenses and (a) the sum of consecutive offenses for felonies committed on or after January 1, 1995, (*Offense Type 'A'*), is (i) more than twelve months or (ii) one year or more, or (b) the sum of consecutive effective sentences for felonies, committed before January 1 1995 (*Offense Type 'B'*) is more than two years.

55. State Responsible Inmate Held by Agreement

There are times when a jail may request to keep a SR inmate, removing that inmate from DOC's intake list. Examples of reasons the jail may make this request; the inmate has an ill family member, the inmate is on the jail work force (cuts grass/hair, cooks etc.). These inmates are typically referred to as cadre or trustee inmates.

These are not inmates that DOC has sent **back** to the jail as part of a re-entry program, these are not SR inmates approved for work release.

Procedure: Funding for this inmate is \$4 per day, as these inmates are considered LR.

- Confine this inmate with RC-'70'-*Held by Agreement*
- ✓ The letter from the jail requesting to keep the inmate, as well as the response from DOC should be filed in the inmate's folder for audit purposes.

56. Transferred to Another Jail

Reason Confined Code 35- Transferred to another Jail

Inmate is sent to another jail facility. This only applies to inmates being released to another jail overnight. If the inmate is transferred for the day only, no release is required.

- This requires entry of the Jail Number to which the inmate is being transferred on the Confinement Details screen.

57. Veterans' Court (See "Specialty Courts")

58. Violent Sexual Predator

Violent Sexual Predator for Annual Court Appearance

The Virginia Center for Behavioral Rehabilitation is a facility operated by the Department of Mental Health. Individuals confined therein are held on a civil commitment order issued by the circuit court of the jurisdiction. Once they have been civilly committed to the Department of Mental Health and placed in the program, the Virginia Department of Corrections (DOC) has no further authority over these inmates, and the inmates are no longer serving any felony sentence. The statute that allows the courts to commit these individuals to the program requires that the circuit court that committed the individual review the commitment status each year on the anniversary of the original commitment. The circuit courts issue a transportation order and the local sheriff deputies transport inmates for this annual review. The inmates are generally only required to be held in the jail for a few days.

Procedure: Funding for this inmate is \$4 per day, as they are considered Local Responsible.

- Confine inmate with Reason Confined Code '38' - *Violent Sexual Predator for Court Appearance*
- VCC = PRI9917S9 - **Temporary Hold**
- Offense Date equals Committal Date.
- If released by court order to community, use Reason Release Code '18' - *Released by Court Order*
- If released back to a state mental facility use Reason Release Code '36' - *To State Hospital*.

Violent Sexual Predator-Emergency Custody Order

Per § 37.2-912 a person found to be a violent sexual predator and commitment to a DBHDS in-patient treatment facility may be granted release under certain conditions, including continued outpatient treatment and supervision. Per § 37.2-913 a judge may issue an Emergency Custody order for this offender based upon probable cause that an offender has violated the conditions of their release. This offender will immediately be remanded to jail and await an evaluation by a qualified mental health professional. The offender shall remain in custody until a hearing is held in the circuit court that conditionally released them.

Procedure: Funding for this inmate is \$4 per day, as they are considered Local Responsible.

- Confine inmate with Reason Confined Code '38' - *Violent Sexual Predator for Court Appearance*
- VCC = HEA-5529-S9 - **Temporary Hold**
- Offense Date equals Committal Date.
- If released by court order to community, use Reason Release Code '18' - *Released by Court Order*
- If released back to a state mental facility use Reason Release Code '36' - *To State Hospital*.

59. Virginia Crime Codes (VCC)

The Virginia Criminal Sentencing Commission (VCSC) are the administrators of the Virginia Crime Codes (VCC). Virginia Crime Codes may be accessed from the website of the VCSC, www.vcsc.virginia.gov, including a downloadable manual which includes all expired VCC's.

VCC's with an asterisk at the end of the sentence length (example: ASL1312M1 shows sentence length 0-12M*) is an indication that the offense has a mandatory minimum. Mandatory minimums are published in the VCC manual on the VCSC website.

- ✓ Jails are required to input Virginia Crime Codes (VCC) when recording Offense information.
- ✓ VCC's are updated on the VCSC website each July.
- ✓ Please be sure to download the VCC database from the VCSC website to your jail management system at least annually. This will ensure that your jms is equipped with all of the latest and updated VCC's.
- ✓ **A '9' modifier at the end of a VCC means it's the first offense.**

References:

- [LIS > Code of Virginia > 19.2-390.01](#)

60. Vouchers

Per Diems are paid from LIDS-CORIS on a quarterly basis.

✓ <u>Quarters</u>	<u>Reimbursed</u>
➤ 1 st Quarter = March, April, May	July
➤ 2 nd Quarter = June, July, August	October
➤ 3 rd Quarter = September, October, November	January
➤ 4 th Quarter = December, January, February	April

61. Warrant

- ✓ The Committal Order and the Warrant should agree
 - If they disagree, contact the magistrate's office to resolve the issue.
 - Follow the magistrate's directive on the commitment order since that provides the legal authority to commit the individual to jail
 - Audit staff will verify the data found in LIDS to the commitment order, not the warrant, when conducting on-site audits
- ✓ Three (3) different Warrants:
 - Warrant - Local Ordinance
 - If an offender is arrested on a Local Warrant and or City/County Ordinance, the Type of Offense should be 'O'. Reimbursement for local warrants is \$0
 - Warrants - Misdemeanor
 - If an offender is arrested on a State Warrant and the offense is a Misdemeanor, the Type of Offense should be 'M'. Reimbursement for total days is \$4 per day
 - Warrants - Felony

- If an offender is arrested on a State Warrant and the offense is a Felony, the Type of Offense should be an 'A' or 'B'. Reimbursement for total days is \$4 per day

62. Weekender/Non-Consecutive Days

Payment for Weekender/Non-Consecutive Days is intended for prisoners that have been convicted and sentenced to confinement in jail and the court has imposed his/her time to be served on weekends or non-consecutive days

Procedure:

- Funding for this offender is dependant upon sentence length. Most weekender inmates are LR, but there are occasional exceptions.
 - Prisoners are booked in LIDS for each confinement period (Weekend/Non Consecutive Days).
 - If offender is currently confined when sentenced to weekends:
 - Add a Reason Confined Code '29'- *Weekender/Non-Consecutive Days* OR '59'-*Weekender/Non-Consecutive Days-Has Pending Charges*.
 - Release offender with Reason Released '40'-*Serving Sentence Non-Consecutive Days*.
 - If offender is not currently confined when sentenced:
 - Book offender into LIDS with Reason Confined '29'-*Weekender/Non-Consecutive Days* OR
 - Book offender into LIDS with Reason Confined '59'-*Weekender/Non-Consecutive Days-Has Pending Charges*.
 - Release offender with Reason Released '40'-*Serving Sentence Non-Consecutive Days*.
 - Once offender has finished serving all weekends/non-consecutive days, release with Reason Release Code '39'-*Sentence Served*.
 - If at any time an offender decides to finish serving their time straight, weekender status is revoked, or they receive pending charges for which they have not been given bail/bond confine with one of the following:
 - Reason Confined Code '20'-*Serving Sentence*
 - Reason Confined Code '50'-*Serving Sentence-Has Pending Charges*
- ✓ For felony offenses to be eligible for work release the active sentence must be 45 days or less

§ 53.1-131.1. Provision for sentencing of person to nonconsecutive days in jail; payment to defray costs; penalty.

Any court having jurisdiction for the trial of a person charged with a misdemeanor, traffic offense, any offense under Chapter 5 (§ 20-61 et seq.) of Title 20, or a felony that is not an act of violence as defined in § 19.2-297.1 may, for good cause, if the defendant is convicted and sentenced to confinement in jail and the active portion of the sentence remaining to be served is 45 days or less, impose the remaining time to be served on weekends or nonconsecutive days to permit the convicted defendant to retain gainful employment; however, the court shall not impose weekends or nonconsecutive days for a person convicted of a felony if the Commonwealth objects. A person sentenced pursuant to this section shall pay an amount to defray the cost of his keep, which amount shall be the actual cost of incarceration but shall not exceed that amount charged to the Compensation Board for purposes of reimbursement as provided in the general appropriation act. Such amount shall be collected by the sheriff, if he is responsible for operating a jail, or by the regional jail superintendent, and remitted by the sheriff to the treasurer of the appropriate county or city, or by the regional jail superintendent to the regional jail board or authority, solely for the purposes of defraying the costs of such weekend or nonconsecutive incarceration. The funds collected pursuant to this section shall not be used for purposes other than those provided for in this section. The assessment provided for herein shall be in addition to any other fees prescribed by law. If the defendant willfully fails to report at times specified by the court, the sentence imposed pursuant to this section shall be revoked and a straight jail sentence imposed.

If an offender who has been sentenced to nonconsecutive days by the court is in violation of the rules of the jail pursuant to § 53.1-117, the sheriff or jail administrator may require the offender to serve out a portion or the entirety of the remainder of his sentence in consecutive days. Upon revoking the offender's ability to serve his sentence on nonconsecutive days, the sheriff or jail administrator shall notify in writing the court that sentenced the offender and indicate the specific violations that led to the decision.

The time served by a person sentenced for violation of state law in a local jail, regional jail, or local jail farm pursuant to this section shall be included in the count of prisoner days reported by the Department for the purpose of apportioning state funds to local correctional facilities for operating costs in accordance with § 53.1-84.

63. Witness (or Material Witness) (see “Department of Corrections (DOC) Inmates” or “Writ Procedure, Federal Inmates Committed to Jail”)

64. Work Release (Local and State)

An offender may be sentenced to work release by the court, or the sheriff/superintendent. Work Release offenders are released during the day to an approved employer and return to jail at night for confinement.

LR Procedure: Funding for all Local Responsible inmates in this category would be \$4 per day.

- Confine offender in LIDS with one of the following:
 - Reason Confine Code '26'-*Work Release OR*
 - Reason Confine Code '56'- *Work Release-Pending Charges*
- Once offender has completed their sentence release with Reason Release '39'-*Sentence Served.*
- If an offender violates the work release program:
 - On the same day he/she violated the Alternative Program add Reason Confined Code:
 - '20', *Serving Sentence, OR*
 - '50', *Serving Sentence, Pending charges*

SR Procedure: Funding for all State Responsible inmates in this category would be \$12 per day. To place a State Responsible (SR) offender on work release the Sheriff/Superintendent must receive approval from the Department of Corrections (DOC).

- Confine offender in LIDS with RC '28'-JCB Work Release Although the JCB program was discontinued in 2010 the description of RC28 still references JCB
- Regardless of whether or not the inmate is paying to participate in work release the SCB will continue to pay these inmates at the SR rate.
- A copy of the letter to DOC from the jail written on the inmate's behalf, requesting permission for the inmate to participate in the work release program should be in the inmate's folder. The approval letter from DOC should also be in the folder.

65. Writ Procedure, Federal Inmates Committed to Jail

If a jail receives a Federal inmate booked into jail on a writ from either the General District Court or Circuit Court (which acts as a committal order and/or state warrant) to testify as a witness, use the following procedure.

Procedure:

- If the inmate is not being held in jail on a state charge, confine in LIDS with Reason Confined Code '13' - *Held as a material witness (non-DOC) Not serving time on other charges.*
- Held for locality should be the jail's jurisdiction code (i.e., 520) and **VCC= PRI9909S9**(Held as a Material Witness).
- When the court releases the inmate (after he/she serves as a witness), it is suggested that the Federal Authority be contacted immediately to pick up the inmate.
- Once the federal agency has taken the offender into custody use Release Reason Code '51' - *To Federal Authority.*
- If Federal Authority does NOT pick up the inmate the day the court releases him/her and the inmate stays the night in jail, release the inmate using Release Reason Code '23' - *Confinement Change Within Facility* and recommit the inmate using Reason Confined Code '73' - *Held for Federal Authority* with a Holding for Locality code of '888' - Unspecified FIPS Code.

(Updated 4/23/2020)